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MEMORANDUM

TO: All Property Insurers
FROM: James R. (Johnny) Johnson, Deputy Commissioner
DATE: October 6, 2003
RE: Alabama Disaster Response Plan

Please review the Alabama Disaster Response Plan located on our website at www.aldoi.gov, click on disaster preparedness. A copy of this memorandum is also located there.

Please note the time sensitive information required from you by December 1. This information is outlined on page 5 of the revised plan. It is imperative this information be provided by December 1 otherwise you will not be able to receive your adjuster access passes by January 1. The new access passes will be for calendar years 2004 and 2005. Therefore, you will not need to request access passes again until the fall of 2005. You will receive a reminder notice at that time.

Should you have questions concerning this memorandum, please contact Stacy Goss at (334) 241-4139.

JRJ:smg